

3 MAR 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : FY 1974 Program of the Office of Personnel

1. This memorandum highlights prospective developments in FY 1974 that may be of interest in preparing the Directorate Program Memorandum.

2. I do not foresee any major new or declining activities in FY 1974. I wish to note, however, a number of significant developments that collectively represent new directions in personnel policy and personnel management.

a. If Agency ceiling is stabilized in FY 1974 we anticipate a significant increase in recruitment levels. We will concentrate upon improvement of the Agency's staffing mix and on the correction of imbalances that will follow ceiling reductions in FY 1972-FY 1973. In addition, we will continue our effort to increase the recruitment of qualified black professionals.

b. The program for early retirement of career agents and contract employees will be a new focus for the Retirement Affairs Division and Contract Personnel Division in FY 1973 and an established routine in FY 1974.

c. Significant and numerous changes in the Control Division will begin in FY 1973 and continue on throughout FY 1974 as the multiple phases of SIPS are implemented. These changes will encompass the entire personnel records and statistical program. The effect of SIPS and the DMC upon OP responsibilities and activities during the period of parallel operation and thereafter cannot be fully comprehended or decided at this time. Staffing changes, as a consequence, cannot be foretold.

CONFIDENTIAL

d. I commented in the FY 1973-FY 1977 Program Call upon the importance of obtaining better coverage of Agency positions, notably by increasing our capacity for conducting personnel utilization surveys. The need for a more active survey program also has been reinforced by the Executive Director and the IG.

3. None of the changes anticipated in FY 1974 will present any particularly sensitive objectives or issues.

4. Within the frame of reference of the FY 1974 Program Call, I would not label any of the expected changes in OP programs and plans during FY 1974 as major anticipated problems.

5. I believe the fluctuation in our TAS A. E. requires some comment. Agency clerical positions and requirements have decreased at the rate of about 100 per year during the past four years as a result of reductions in personnel strength. The decline in requirements placed upon us was most pronounced during the first seven months in FY 1972, during which an average of 46 clericals were reassigned out of TAS per month, versus a monthly average of 73 for the first seven months of FY 1971. This drop in requirements along with OP's successful campaign to reduce the average length of time spent in the pool (from about 10 weeks to three weeks) resulted in a reduction in the A. E. of TAS from 174.5 in FY 1971 to 110 (and probably lower) in FY 1972. It is now evident that the curtailed clerical demand has run its course, and increased requests for clerical personnel will have to be met in FY 1973 and FY 1974 at an A. E. level of about 140.

6. In our last Program Call we expressed the hope that we would be able to absorb the workload created by the implementation of the Voluntary Investment Program. We now find a need for two full-time employees to handle this Program. I plan to use one position now allocated to the terminated Non-Staff Annuity Program and we will absorb the other one within OP. To effect the desired expansion of FMCD, we will require four additional positions. We will obtain two positions by reductions in the Plans and Review Staffs in FY 1973 and we will attempt to absorb the other two within OP during FY 1974.

7. No major programs will have a significant resource impact beyond FY 1974. We do expect the annuitant processing for employees

and survivors under CIARDS to grow for some time into the future.  
This may require some augmentation of the Retirement Affairs Division  
by FY 1975.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Distribution:

- 0 & 1 - Addressee
- 1 - OD/Pers
- ☒ 1 - D/Pers Chrono
- 2 - Plans Staff/OP

OP/P&C [REDACTED]:jmm (1 Mar 72)

Rewritten: OD/Pers/HBFisher:dpm (3 Mar 72)

25X1A

25X9

Approved For Release 2002/01/11 : CIA-RDP84-00688R000200070002-6

**Next 11 Page(s) In Document Exempt**

Approved For Release 2002/01/11 : CIA-RDP84-00688R000200070002-6